

**BY ORDER OF THE
SENIOR AEROSPACE SCIENCE INSTRUCTOR**

AFJROTC UK-073 CADET HANDBOOK

This handbook establishes the UK-073, AFJROTC, aerospace science course standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform and personal appearance standards, and the Group organization, operation, and extracurricular activities. This handbook supplements Air Force and AFJROTC instructions. All cadets will know the contents of this book and comply with its standards to satisfactorily meet AFJROTC course objectives. This handbook was completely updated in April 2008.

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DEFINITIONS AND STANDARDS

1. **AFJROTC** – Air Force Junior Reserve Officer Training Corps
2. **Aerospace Science (AS)** – AS constitutes the core text of the AFJROTC program and focuses on the history, development, and application of aerospace knowledge.
3. **Leadership Education (LE)** – The portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills to include discipline, responsibility, leadership, followership, and citizenship.
4. **Senior Aerospace Science Instructor (SASI)** – The senior retired USAF officer.
5. **Aerospace Science Instructor (ASI)** – The retired noncommissioned USAF officer.
6. **AFJROTC Graduate** – A student who has successfully completed the AFJROTC program as prescribed by law and Air Force instructions.
7. **AFJROTC Cadet** – To be eligible for membership and continue in the AFJROTC program, each student must be:
 - 7.1 Students must be qualified, approved, or capable to participate in the schools standard physical education program. NOTE: Handicapped students, with concurrence of the principle, may participate.
 - 7.2 In a grade above the 8th grade.
 - 7.3 A citizen or national of the United States or an alien admitted for permanent residence.
 - 7.4 Enrolled in and attending a regular course of instruction in the school.
8. **Disenrollment** – As a rule, disenrollment from AFJROTC is determined by the principle in coordination with the SASI. This should be a last resort preceded by substantiated documentation and corrective counseling. A cadet may be disenrolled for:
 - 8.1 Failure to maintain acceptable standards.
 - 8.2 Indifference to training.
 - 8.3 Discipline reasons
 - 8.4 Undesirable character traits.
 - 8.5 Failure to remain enrolled in school.
 - 8.6 Individual request.
 - 8.7 Any other reason deemed appropriate by the principle and the SASI.
9. **Transfer** – Students transferring from Army, Coast Guard, Marine Corps, Navy, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program is determined by the SASI and the Principal.

10. Element – Consists of three or more cadets including leader.

11. Flight – Comprised of two or more elements.

12. Group – Comprised of four or more flights.

13. Aerospace Science Cadets:

13.1 AS 1 – First Year

13.2 AS 2 – Second Year

13.3 AS 3 – Third Year

13.4 AS 4 – Fourth Year

14. Certificates For Completing of 2, 3, or 4 Years of JROTC – Passing grades in each credit-gaining period of AFJROTC constitutes successful completion. Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

14.1 Certificate of Training – Cadets will be awarded AF Form 1256, Certificate of Training, for successful completion of 2 years of AFJROTC.

14.2 Certificate of Completion – AFJROTC Form 310 Certificate of Completion, will be awarded for successful completion of 3 or 4 years.

14.3 Advanced Enlistment – Cadets who have completed 2 or 3 years of AFJROTC, are high school graduates, and have no prior service are entitled to advanced enlistment in accordance with current Air Force instructions.

Chapter 1

JROTC Program Overview

1.1 Designation - The official designation of the Unit UK-073 is “Air Force Junior Reserve Officers’ Training Corps Unit, United Kingdom 073rd group, Lakenheath American High School, RAF Lakenheath Air Base, United Kingdom.”

1.2 Mission - The mission of the AFJROTC program is to develop citizens of character dedicated to serving their nation and community.

1.3 Program Goals and Objectives

- Promote Patriotism
- Develop:
 - Informed and responsible citizens
 - Habits of orderliness and precision
 - Respect for authority
 - Self-reliance, self-discipline, leadership, responsibility, and character
 - Understanding of the basic elements of the military and national security
 - Respect for the need for constituted authority in a democratic society
 - An understanding of their personal obligation to contribute to national security
 - Knowledge of an appreciation for the traditions of the Air Force
 - An understanding of the military as a possible career path
 - An interest in completing high school and pursuing advanced education
- Promote community service
- Provide instruction in air and space fundamentals

1.4 Program Overview

- Classroom academic studies
- Team building/leadership opportunities
- Flight competition
- Field trips, summer training opportunities, and incentive flights

1.5 What AFJROTC does not do:

- Require a service obligation
- Recruit for the armed forces
- Conduct combat skills training

1.6 Benefits For School:

- Increased attendance and higher graduation rate
- Decreased discipline problems
- Student leadership development

- Increased parental involvement
- General military awareness
- National and European JROTC support network

1.7 Benefits For Student

- Elective credit for graduation at Lakenheath High School
- Opportunity to participate on different teams and in varied leadership positions
- Mentoring relationship with instructors
- Increased scholarship/service academy opportunities
- Increased self-esteem
- Advanced military enlistment opportunities

1.8 Aerospace Science and Leadership Education Curriculum

- I. AFJROTC curriculum integrates five themes: Aviation, National Defense, Careers, Space, and Leadership. Each of these themes is interwoven throughout the four-year high school program.
- II. Each year's course consists of Aerospace Science and Leadership Education. The Aerospace Science course provides an introduction to the scientific and technical aspects of aerospace.
- III. Leadership Education provides the experiences, which will acquaint the cadets with discipline, responsibility, and citizenship. Cadets learn necessary leadership fundamentals to prepare them to assume leadership responsibilities within the cadet corps.
 - i. Leadership also includes wearing the uniform, engaging in Air Force custom and courtesies, participating in drill and ceremonies, giving and receiving instructions and acting as leaders and members of an organization.
 - ii. Cadets will be issued a complete Air Force uniform. Instructions concerning the wearing of the uniform and other standards of behavior are an integral part of the course and are enforced.
- IV. Co-curricular activities. The practical activities associated with the corps include drill meets, an Awards Night Banquet/Dining Out, a Military Ball, leadership camps, and curriculum related field trips.

1.9 School Events Supported by JROTC

The following is a list of events supported for the school and the community.

- Color Guards for school sports and events (games, pep rally, etc.)
- Inductions for Kitty Hawk, Drill Team, and other ROTC Ceremonies.
- Any other events that are approved by the SASI (Air Force Ball etc.)

1.10 Graded Assignments

Your grade is made up of scores on the following assignments that may include, but are not limited to:

Uniform Inspections, unit formations, parade participation, quizzes, homework assignments, written/oral assignments, attendance at formal AFJROTC functions.

Chapter 2
Cadet Behavior Standards

UK-073 HONOR CODE

*We will not lie, cheat or steal,
Nor will we tolerate among us anyone who does,
Neither will we ever bring discredit to the corps.*

2.1 Honor Code Introduction

2.1.1 Introduction: This is your honor code. It means the pride of knowing your word is trusted implicitly. It means the respect you have for the property of others and the consideration you expect others to have for your property. It means the moral courage to protect the Lakenheath High School, Air Force Junior ROTC, from any cadet who places his/her standards below those of JROTC.

2.1.2 Cadet Developed: The UK-073 Honor Code is similar to the military academies.

2.1.3 General Meaning: The Honor Code is not intended as a hard and fast set of rules, but rather as an ideal, or spirit, which will guide the individual in their endeavors in the cadet program, and hopefully through his/her life. You will find that living by the Honor Code is not as difficult as living without it. AFJROTC, like the Air Force, expects each cadet to make the Honor Code a part of his/her life as a member of AFJROTC.

2.2 Honor Code Violations

2.2.1 Purpose The Purpose of the Cadet Honor Code is to build within you a sense of honor and an intense dedication to live by the directives of this sense of honor. If you fail to do this you will be deemed unworthy of cadet status and may be asked to resign. There are usually two elements in an honor violation: the act and the intent. In the following pages, the prohibited acts of lying, quibbling (which is a form of lying), stealing, cheating, and toleration are defined.

2.2.2 Intent The intent to commit an act that is wrong is sufficient to make you guilty of an honor code violation. For example, a cadet who takes a cheat sheet into a class and uses it to cheat does not have to think specifically “this is wrong and is against the Honor Code.” His or her intent to commit the act would be enough to consider him or her guilty by means of intent.

2.2.3 Expectation As a cadet, you are expected to act as a reasonable and honorable individual and to make judgments that a reasonable and honorable individual would make. Some basic knowledge and understanding is expected of a reasonable individual.

2.2.4 Honor Code Interpretation There is a definite difference between honor and duty. This difference is extremely important to realize. A breach of duty occurs when you fail to comply with regulations, orders, or instructions. A breach in honor occurs when you violate the honor code.

2.3 Article I – Lying Lying is making a statement that is intended to deceive or mislead. A lie may be an oral or a written statement, or even doing an act, which is purposefully misleading or deceiving. Some examples are quibbling and signatures.

2.3.1 Quibbling A person can easily create a false impression in the mind of the listener by cleverly wording what he/she says, omitting relevant facts, or telling a partial truth. When he/she knowingly does so with the intent to deceive or mislead, that cadet is quibbling.

2.3.2 Signatures Your signature is your word. As a cadet, there will be many times when your signature, whether it is your full name written/typed, your initials, or check mark, will be required to affirm that you have performed some task. Your signature also certifies that a document is complete and accurate to the best of your knowledge, or to indicate some other response. If you are required to do something before you write your signature, keep in mind that when you sign, you are in effect saying, “Yes, I have done what is/what will be required.” A violation of your signature is a lie.

2.4 Article II – Stealing Stealing is defined as intentionally depriving someone else of his/her property without his/her permission. If something is not yours, you should not take it without the permission of the owner. Some examples of stealing are:

2.4.1 Borrowing The Borrowing of an object with out the owner’s permission must be considered in conjunction with stealing. You must have permission to borrow another person’s belongings. You should also return borrowed items promptly.

2.4.2 Destruction of Property To destroy another’s property is the same as depriving the owner of its use. Willful destruction of another’s property is a violation of the Honor Code by stealing. If you accidentally damage, destroy, or lose someone’s property, it is your responsibility to replace the items involved.

2.4.3 AFJROTC Uniform and/or Government Property Cadets should not feel that their presence in and around government installations entitles them to assume ownership of government owned materials. The uniform you are issued is government property. AFJROTC and government property should always be treated in the same manner as personal property.

2.5 Article III – Cheating Some examples of cheating are:

2.5.1 Competition During your association with AFJROTC, you will be in constant competition with other cadets. Competition is one of the most important aspects of our Group training programs. The result of competition will affect your progress through the cadet program. It is expected therefore that you will compete fairly with your fellow cadets. Cheating is not confined to any single area – it applies to your whole life as a cadet.

2.5.2 Work Credit In general, any work done for credit must be done without another cadet’s help unless the instructor specifically authorizes such help. The instructor accepts your work with the idea that you have done it yourself.

2.6 Article IV – Toleration

2.6.1 Report of a Violation The Honor Code requires you to report any violation of the code you observe or have unquestionable knowledge of. If you fail to do so, you have just violated the code yourself.

2.6.2 Suspected Violation If you suspect another cadet violation, you should first approach the individual and inquire about the circumstances surrounding the situation. A misunderstanding or mistake may be easily and quickly cleared up in this manner. In some cases, it may take several hours or even a day of serious thinking before the decision is made to report a violation of the Honor Code. During this period, you are encouraged to talk with someone you respect – Flight Commander, Cadet Commander, ASI or SASI.

2.6.3 Understand Toleration It is important that fully understand the spirit behind the toleration clause, as well as the obligations it creates, and the pressures of the toleration situation, it may be too late to formulate a clear decision on it because of the emotions involved.

2.6.4 General Rule If you are in doubt about what is and what is not an Honor Code toleration violation, talk to the ASI or SASI. They have years of experience dealing with Honor Code violations.

2.7 Cadet Disciplinary Action Boards

2.7.1 Purpose Cadet Disciplinary Action Boards are appointed for several purposes. They serve as investigative bodies to examine facts make recommendations concerning alleged violations of the Honor Code.

2.7.2 Types of Disciplinary Action Boards Disciplinary Action Boards will be appointed by the SASI. These boards have specific responsibilities; such as

- Investigate alleged violations of the Honor Code
- Determine validity of reported failure to carry out duties

2.7.3 Disciplinary Action Boards and Board Members

- **Instructor Disciplinary Action Board** Based on their judgment of an Honor Code violation, the SASI/ASI may choose to hold their own action board. The Instructors will inform the cadet involved as soon as they have decided on a course of action.
- **Cadet Disciplinary Action Board** In order to provide cadets the experience of being judged by their peers, the SASI may convene a Cadet Action Board. As a minimum the board will consist of the Cadet Group Commander (chairperson), Cadet Deputy Group Commander, and Cadet Command Chief Master Sergeant.

2.7.4 Board Responsibilities Action Boards have the responsibility for meeting on a timely basis and conducting investigations necessary to ensure the most equitable and just recommendations. Board Members must always conduct themselves with the maximum degree of personal integrity and sincerity. Board members are required to keep discussions and finding of the board confidential.

2.7.5 SASI/ASI Attendance The SASI/ASI will be present during a Cadet Action Board to offer advice and assure that proper procedures are followed.

2.7.6 Cadet Removal from Position and Demotion This option is a last resort. The SASI/ASI will make every effort to counsel the subject cadet toward resolving the inappropriate behavior that has resulted in honor code violation.

2.8 United States Air Force Core Values Every year the United States Air Force brings together, at Air Force Bases throughout the United States, thousands of new recruits with the purpose of training them to perform service for their country. The Air Force has found it essential to establish a sense of identity and a common set of values in all new personnel. This training starts with the teaching of the Core Values. Core Values provide a basis for all personnel to deal fairly with each other and to do their jobs in an environment.

2.8.1 Integrity First: Adhering to a code of ethics or moral principles. Ethics are rules of conduct accepted by group of people. For example UK-073 Honor Code is the standard by which all Cadets must live.

2.8.2 Service Before Self: A most gratifying part of life is to do things for others and to do these things without expecting a reward. Good citizens do things for their families, their school, their church, their community, and their country without asking or expecting something in return.

2.8.3 Excellence in All We Do: What do you do and how you do it reflects directly upon you. You are personally accountable for your actions. You are responsible. You must do the best you can and work at the best of your ability to achieve your goals. Be proud of your achievements and learn from your mistakes.

2.9 Cadet Contract All cadets will complete annually or upon enrollment the cadet contract, which will be filed in the appropriate binder.

2.10 Demerit System The purpose of our Demerit System is to ensure that all cadets are complying with the uniform wear and appropriate conduct as described in this handbook.

2.10.1 Demerit Value Each demerit is worth one minute of marching with a rifle during the demerit march-off, normally held during lunch. At the discretion of the Cadet Command Chief Master Sergeant, and with the approval of the SASI/ASI, demerits may be worked off by other means. If the demerits are not worked off by the end of a quarter, they will be reflected in your grade. For example: Joe Cadet has 5 demerits left over and a grade of 100% in class, the grade that Joe Cadet would get is 95% with the 5 demerits taken from the grade.

2.10.2 The Cadet Command Chief Master Sergeant (GP/CCC) The cadet GP/CCC is responsibilities for managing the UK-073 Demerit System. These responsibilities include

- Tracking, managing, and enforcing the Demerit System for all Cadets.
- Keep the white copy Demerits on file.
- Maintaining a list of the most common demerit offenses and the number of demerits associated with each offense.

2.10.3 Procedures for Completing Demerit Forms

Writing Demerits Only members of the staff such as Flight Commanders and above may write demerits. If you are a cadet who has witnessed a violation and not a member of staff, you may explain to a staff member the situation and at the staff members' discretion they will decide if it is a true offense. For the first offense, giving the offender a verbal warning is normally appropriate. However, if the offense is serious enough, a demerit may be written.

Receiving Demerits After completing the form, at the time of the offense, the cadet receiving the demerit will get the pink copy in their flight box. The SASI/ASI expect cadets to receive demerits from time to time. Receiving demerits is considered part of the learning process for new cadets. It normally works for the best if you respond to this criticism in a positive manner and learn from the mistake.

2.10.4 Allocation of Demerits Only the GP/CCC is authorized to assign the number of merits or demerits. Some of the offenses you may receive demerits for include, but are not limited to:

Offense	Number of Demerits
Chewing gum in class -----	2
Failure to salute a Senior Officer outdoors-----	2
Failure to wear hat outdoors-----	2
Incorrect wear of uniform-----	2
Physical activity in uniform (playing sports, etc.)-----	2
Showing disrespect to the uniform-----	2
Talking while in formation-----	2
Walking on campus grass while in or out of uniform-----	2
Failure to attend planned events without out excuse-----	3
Insubordination-----	3
Disrespect to other cadets-----	4
Use of profanity in uniform-----	4
Being out of uniform on uniform day without excuse-----	5
Losing any part of your uniform-----	5
Smoking in uniform-----	5
Unauthorized wear of the uniform-----	5
Wearing a civilian coat over your uniform-----	5
Conduct unbecoming of a cadet-----	TBD by SASI/ASI
Writing invalid demerits-----	TBD by SASI/ASI
Offenses so judged by the GP/CCC, ASI, or SASI-----	TBD

2.10.5 The Demerit Form The Demerit Form contains three sheets, each with a specific purpose.

- **The Pink Copy** The GP/CCC will give the pink copy to the cadet or in the cadet's flight box after receiving and signing the form.
- **The Yellow Copy** The yellow copy will be given to the cadet after the completion of working off their demerits. This copy will be marked through and signed by the GP/CCC while supervising the work-off.

- **The White Copy** The white copies will be filled and maintained by the GP/CCC. This will be the corps record of who has had demerits, how many, and what for.

2.10.6 Assigning Demerits Upon receiving the demerit form, the GP/CCC will assign the proper amount of demerits to be worked off on the next demerit work-off session. He/she will keep the large side for record and post the number of demerits on the demerit assignment sheet in the classroom.

2.10.7 False Demerits When through an appeal, a demerit offense is found to be false or invalid, then the author receives the same amount of demerits. You should appeal a false demerit to the following cadet staff in this order: Flight Commander, GP/CCC, Group Commander, and ASI/SASI.

2.11 The Military Salute

2.11.1 When Rendered The hand salute will be rendered when reporting, in uniform, to the SASI or Cadet Officers. It will also be rendered when making the routine roll call report in the classroom, the inspection formation, or the drill area.

2.11.2 To Whom Rendered The salute will be rendered between Cadet Airman and Cadet Officers, Cadet Non-Commissioned Officers and Cadet Officers, and cadets, regardless of rank, when outdoors, will salute active duty Commissioned Officers. Cadets are not to salute in the school hallways. The junior cadets should initiate the salute approximately six paces before meeting the senior hold the salute until it is returned.

2.12 Class Rules All cadets will abide by the following class rules. Cadets will not:

- Forget to always address the SASI/ASI, or any guest lecturer as “Sir” or “Ma’am” or cadet officers in uniform.
- Enter instructor’s offices without being given permission to enter.
- Come to class unprepared. Cadets will bring pencil, pen with blue or black ink, paper, and books for assignments.
- Chew gum in the classroom or JROTC building.
- Wear hats or other headgear indoors during any cadet activity.
- Talk when the instructor or a guest lecturer is talking.
- Write on bulletin boards, whiteboards, or visual aids without permission.
- Sleep or put head down on the desk unless authorized by SASI/ASI.
- Sit on top of desktops.
- Cadets will not be allowed to wear tongue spikes during JROTC class.
- Wear inappropriate to class or AFJROTC activities.

2.13 Eligibility for JROTC Co-Curricular Activities

- **Grades** You must have an 2.0 GPA for the quarter of the event attended.
- **Disciplinary Infractions** For the semester of the trip, you may not have any:
 - Demerits
 - Honor Code Violations
 - Saturday Detentions
 - School Suspensions

Chapter 3

AFJROTC Cadet Uniform Policies

3.1 Basic Concept The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance of the uniform by cadets is closely scrutinized.

3.1.1 Wear it Proudly

- Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained.
- Everyone will notice you in uniform. Because a person in uniform is so noticeable, you will favorably or unfavorably impress others. If a cadet has good behavior, bearing, is courteous, well groomed, and wears the uniformed correctly; a good impression is made. If the cadet is ill mannered, unkempt, loud, and boisterous, or the uniform is vividly unmilitary, a poor impression results.

3.2 Uniform Issue When a cadet is issued a uniform, the SASI/ASI requests one of their parents sign a Custody Receipt Form. The uniform then becomes the property of the cadet who is responsible for its care. If the item is lost or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable uniform items.

3.2.1 Cleaning Deposit The ASI will collect a dry cleaning deposit at the beginning of each school year. Because of changing prices, the ASI will determine the amount of this deposit at the beginning of each school year. The purpose of the deposit is to pay for uniform dry cleaning at the end of the school year. It also covers cleaning fees if the cadet leaves the program or transfers schools before the end of the school year.

3.3 Uniform Turn-In Uniform turn in at the end of the year will be graded. Cadets will return all items issued except shoes and socks. Certificates of Completion of military training will not be released until all JROTC uniforms, course materials, and equipment are returned or paid for.

3.4 Late Uniform Turn-In If a cadet has not turned in their uniform during the designated time period at the end of the school year, the following steps may be taken:

- First the ASI will call the cadet's sponsor
- If this is unsuccessful the ASI will contact the sponsor's first sergeant
- Until the uniform is returned, the cadet's final semester grade will be an incomplete. Two weeks after reporting period ends, the grade becomes an F.

3.5 Items Issued and Cleaning Responsibilities Cadets will be issued one complete clean uniform with all accessories and insignia. Cadets will pay to dry clean and launder uniforms during the school year.

3.6 Uniform Care Specifics

3.6.1 Home Laundry Instructions The uniform shirts (male and female) are to be laundered. No starch is required. The use of liquid soap on the collars is recommended to remove ring around the collar. Launder after each wear.

3.6.2 Dry Cleaning Instructions The coats, trousers, skirts, slacks, flight caps, ties, and shoulder cords are to be dry cleaned only. Do not attempt to machine wash as it will ruin the item, and you will be responsible to pay for/purchase a new item. Do not attempt to press any uniform item with a hot iron.

3.6.3 All Weather Coats The male and female all weather coats must be dry cleaned only-do not attempt to machine wash as it will ruin the item and you will be responsible to pay for/purchase a new item.

3.6.4 Lost Uniform Lost uniform items are to be paid for in accordance with the Air Force Military Clothing Sales Store price list.

3.7 HQ AFJROTC and LHS Cadet Uniform Wear Policy It is mutually understood and agreed to by the Lakenheath American High School Administration and the United States Air Force, that students enrolled in the AFJROTC are to wear the prescribed uniform once a week for the entire school day. Extenuating circumstances will receive consideration.

3.8 Uniform Wear Procedures

3.8.1 How to Wear the Uniform Extracts from AFJROTC instructions and Leadership Education Textbook clearly illustrate correct uniform wear and insignia. Cadets are personally responsible for correct and timely wear of the uniform. Cadets are encouraged to seek advice from Flight Commanders on questions concerning uniform wear. Seek advice before an inspection formation, and if there is a problem, inform the SASI/ASI.

3.8.2 Uniform Day The day for the wear of the AFJROTC uniform will be the first day of the week that you are present in your JROTC class. This may change in special cases designated by the SASI/ASI. All cadets will wear the uniform the entire school day from the first bell until the final bell.

3.8.3 Graded Assignment The wear of the uniform for inspection is a weekly assignment and must be completed just as any other school assignment. To make up for absence on the prescribed uniform day, the cadet will wear the uniform for the next day they have JROTC.

3.8.4 Missing Uniform Wear Three uniform misses in one semester is a possible reason to fail AFJROTC. In order for you to be excused from wearing your uniform on uniform day, you must bring a written excuse from a parent or guardian on uniform day.

3.9 Change-Out Policy You may change out of your uniform during uniform day if there is a possibility of the uniform being soiled or damaged during a specific class. To do this, you must have prior permission, in writing, for the SASI/ASI. This written permission will be documented on a note and must be carried for the entire period to be in effect.

3.10 Not wearing the uniform the entire school day. If a cadet changed into uniform prior to inspection, or out of uniform after inspection, the inspection grade becomes a zero. The cadet must make up the uniform wear under the unexcused uniform inspection rules. The highest grade under these conditions is 9.

3.11 Uniform Inspections

3.11.1 Uniform Grade Cadets in uniform will receive a grade from 0 to 15.

3.11.2 Unexcused Absences Cadets out of uniform will receive a grade of 0, unless a written excuse is given to the SASI/ASI before the inspection

3.11.3 Written Excuse You must bring a written excuse, signed by a parent or guardian, on uniform day to be excuse.

A. Medical Excuse If you have a legitimate reason not to wear the uniform, or any uniform item due to medical conditions, you must present medical documentation and receive an SASI/ASI waiver.

B. Non-Medical Excuse Not getting up on time, or staying over at a friends house are not acceptable excuses.

C. Damaged Uniform If your uniform is damaged and not reported to the SASI/ASI prior to the inspection, a makeup will be required.

D. Unexcused Uniform Make-Ups A cadet can make up an unexcused uniform wears until the last uniform wear day for the semester. This may require the cadet to wear the uniform on more than one day per week. The highest grade a cadet can make on an unexcused uniform wear makeup is a 9.

A. Uniform Standards Cadets will be rated at each inspection on the basis of meeting accepted standards of appearance. Inspection criteria are explained in the AFJROTC Uniform and Awards Guide.

3.12 Removal of the Service Coat To provide comfort, the service coat may be removed in class. The tie must not be loosened. The coat must be worn on and buttoned when leaving the classroom

3.13 Proper Wear of Flight Cap Cadets in uniform must wear the flight cap when outdoors, coming to school, and going home. Cadets may remove the flight cap in a bus or automobile.

3.14 Nametags Nametags are mandatory for wear with all uniforms.

3.14.1 Blue Nametag The blue nametag is to be worn just touching the top of and centered on, the right pocket of the blue, short sleeve shirt uniform shirt. JROTC purchases blue nametags for all cadets.

3.14.2 Service Dress, Silver Nametag Cadets will be required to purchase this nametag from Lakenheath Military Clothing Sales.

3.15 AFJROTC Shoulder Patch Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the all weather coat.

3.16 Unit Shoulder Patch Wear the AFJROTC patch on the left of the shoulder of the blue uniform shirt and service dress uniform, and the school patch on the right sleeve to 1 inch below the outer shoulder seam.

3.17 Shoulder Cords Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short or long sleeve light blue shirt and the service dress coat. The SASI will designate criteria.

3.18 Distinctive Uniform Items The following items are classified as distinctive uniform items. These items are intended to add distinctiveness to the uniform and provide special identification and recognition for greater responsibility and additional effort by cadets in the corps.

3.18.1 Berets Special team members may wear a beret for special events ONLY. Certain members of groups when authorized are allowed to wear uniform when approved by the SASI/ASI.

3.18.2 Ascots The Color Guard and Drill Team members may wear ascots in Lieu of a necktie for special events and performances

3.19 Enforcement of Cadet Uniform Wear and Behavior

3.19.1 Corrections Cadet Officers and NCOs are required to make on the spot corrections of infractions of proper uniform wear and behavior of cadets having equal or lower rank.

3.19.2 When You Correct Cadets correcting others will do so privately and as discreetly as possible. Cadets receiving corrections will accept the corrections in the proper spirit. The best way to avoid difficulties and embarrassment is to avoid violations. Cadets who believe they have been treated unjustly will report the incident through the chain of command for investigation.

3.19.3 Be Polite The vocabulary of cadets making corrections will include the words please and thank you.

3.20 Uniform Day Procedures

3.20.1 Class Start The Flight Commander leads the routine opening and reporting procedures.

3.20.2 Inspectors The inspections of all cadets will be the responsibility of the SASI/ASI.

3.20.3 Five Minutes Preparation The SASI/ASI generally permit five minutes for grooming and inspection preparation.

3.21 Uniform for Inspection Uniform inspections will be as directed by the cadet staff with approval of the SASI/ASI.

3.22 Wear Rules Outside Classroom You may not remove coats, unbutton shirts or loosen ties in school halls or outside the school. Outside the classroom uniform wear violations may result in lowering of the uniform grade and/or demerits. Below are examples of how your grade may be lowered from a uniform wear violation:

- Loose a point for item. (i.e. hat not worn correctly)
- Loose a bearing point depending on the circumstances.
- Loose a repeat discrepancy point if this violation happens 2 weeks in a row.

3.23 Mixing Civilian and Military Clothing Cadets may not mix uniform and civilian clothing.

3.24 Wear of BDUs

3.24.1 Purchase The Cadets may purchase the Air Force Battle Dress Uniform (BDU). The BDU purchased by a cadet will be the property of the cadet. It will not be carried on the AFJROTC inventory of USAF property. All costs to maintain the BDU will be the responsibility of the cadet who purchased it.

3.24.2 Wear of BDUs The wear of BDUs is only authorized on one day of inspection a month, which will be determined by the Group Commander and the SASI/ASI. Additional BDU wear is permitted for certain occasions that are approved by the SASI/ASI.

3.25 General Uniform and Personal Appearance Items Checked

- 3.25.1 Alterations** JROTC is responsible for the cost of alterations, which include patches, sleeves, and trousers of your service dress uniform. Remember, whenever you pick up anything from alterations, you need to try-on the item on before you leave. Occasionally, the alterations may not be done correctly and will need to be done over.
- 3.25.2 Replace Buttons Promptly** The SASI has sewing kits.
- 3.25.3 Patches** Ensure your patches are in good condition and attached correctly. Threads holding patches to uniforms should not be visible. If your patches are worn or faded, or attachment thread is showing, please see the SASI/ASI to have them replaced.
- 3.25.4 Ribbons** All authorized ribbons must be worn when in Service Dress Uniform. Replace them if they become frayed or worn. Cadets may wear ribbons earned while enrolled in other JROTC programs.
- 3.25.5 General Appearance** You should trim loose strings on the uniform. Visible necklaces, pendants, and other conspicuous adornments are prohibited.

3.26 Medals and Civil Air Patrol Ribbons Four Civil Air Patrol (CAP) ribbons: General Spaatz, Earhart, General Mitchell, and General Curry; can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely be worn together. SASI/ASI will authorize the wear of medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.

3.27 What You Can't Do In Uniform

- Hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform.
- Chew gum
- Wear a headset
- Public Display of Affection (P.D.A.)
- Smoke or use of any tobacco product

Chapter 4

Personnel Actions

4.1 Cadet Grade (Rank) All references to cadet grade will have the word “Cadet” as part of the cadet grade, i.e. Cadet Major Josh Smith. Insignia is listed in the AFJROTCI Uniform and Award Guide. There are two grades a cadet may hold. Grade is represented by standardized AFJROTC Insignia, which are worn on the cadet uniform. Two cadet grades are:

4.1.1 Permanent Grade This grade is commensurate with the number of years of successful AFJROTC completion, and may be awarded at the end of each year provided satisfactory progress has been made for the entire year.

- 1) Retention of permanent grade is contingent upon satisfactory performance and behavior.
- 2) Permanent grade for the first year a Cadet Airman, second year cadet is Airman First Class, third year cadet is Senior Airman, and fourth year cadet will be a Staff Sergeant.
- 3) If a cadet has earned and held their officer grade for more than a year, then their permanent grade is that of 2nd Lt. or their highest officer rank held for more than a semester, with approval from SASI.

4.1.2 Temporary Grade Cadets will be awarded, on cadet special orders, a temporary grade based on their cadet job and their performance.

- 1) Since the grade is temporary, it will not necessarily be carried over from year to year, performance determines achieving and retaining.
- 2) Officer grades are hard to achieve and will normally be awarded to seniors and some junior cadets. Thus, a cadet officer’s entire academic record and conduct record will be closely scrutinized by the SASI to determine if officer grades will be awarded and retained.
- 3) A cadet will wear the insignia of the cadet temporary grade, normally, cadets will not hold a temporary grade higher than the maximum grade authorized for the job in the unit Manning Document (UMD).

4.2 Cadet Staff Selection One of the objectives of AFJROTC is to have the members of the cadet staff plan, organize, and execute as many unit activities as possible. This is accomplished through the governing body of the unit, the cadet staff.

4.2.1 Staff AS Levels, Experience, and Required GPA

- 1) Those eligible for cadet staff are 2nd, 3rd, and 4th year cadets (AS-2’s, 3’s, and 4’s).
- 2) Those cadets who have performed well as specialists are considered before those with no experience.
- 3) Similar to other requirements in JROTC, a GPA of at least 2.0 must be maintained.

4.2.2 Application Forms These are completed by you and sent to the Group Commander, or staff commander, which indicate what jobs interest you.

4.2.3 When Should You Apply? At the end of each semester, the Group Commander solicits applications from those cadets returning the following semester. Additionally, staff positions may become available throughout the semester due to transfers.

4.2.4 Interview The SASI/ASI will interview and select candidates for the Group Commander, Deputy Commander and Command Chief positions. The Group Commander will convene a selection board to select the best candidate for each Squadron Commander position.

4.2.5 Group Commander Recommendations Based on information gathered through the application process, the Group Commander will make recommendations to the SASI/ASI for staff positions.

4.2.6 Command and Staff Rotation Normally the Group Commander, Flight Commanders and Staff Commanders will rotate position at the end of each semester. In special cases, Group Commander, or any other commander may remain in their position until deemed necessary for that cadet to relinquish command.

4.3 Change of Command For the first semester Group Commander, the normally occurs during the annual, end of school year, at a Commander's Call or another end of year event with complete corps attendance in uniform. For the second semester Group Commander, this normally occurs close to the beginning of the second semester as possible, with complete corps attendance in uniform.

4.4 Cadet Promotion Policy Your rate of promotion during your enrollment in AFJROTC will be determined by several factors, which include:

4.4.1 Participation in Color Guard and Drill Team

- 1) By joining the drill team, you improve your leadership; follow ship, and teamwork skills, and your physical coordination. You are the most visible symbol of JROTC to the SASI/ASI, school, and military community. As a drill team member, you have the opportunity to travel to, and compete with other JROTC drill units in and throughout Europe.
- 2) For the reasons above, if you desire to one day to be the cadet Group Commander, drill team is the place to start. Traditionally the Group Commander has held a command position within the drill team.

4.4.2 Performance In Your Current Staff Position Your performance will be evaluated by these criteria:

- 1) Completion of assigned tasks correctly, with quality, and on time.
- 2) Willingness to take responsibility and show initiative.

4.4.3 Your Academic Performance To be promoted, you must maintain a minimum of a 2.0 (C) average in your high school subjects and an "A" in JROTC. Senior Staff and Executive Staff positions require higher GPAs.

4.4.4 Conduct Like the active duty Air Force, every cadet's behavior affects how others view the Corps. AFJROTC takes pride in its reputation that its members are the most respected group of students in the school. In order to be promoted your conduct must meet this high standard. You must not have any:

- Honor Code Violations

- Saturday Detention
- In-School Suspensions
- Out-of-School Suspension
- Outstanding Demerits

4.4.5 Demerits You may have no outstanding demerits at the end of the promotion periods.

4.4.6 Other high School Activities Your participation in high school activities such as sports, band, chorus, etc., is encouraged. These activities help you to develop leadership skills, teamwork, and physical fitness.

4.5 Promotion Periods Promotion periods begin at the start of the beginning of the each quarter. The 4th quarter promotion period will take place at the beginning of the next school year.

4.6 Promotion Process

4.6.1 Your Responsibility You are responsible for completing a Promotion Request Form (PRF) if you wish to be considered for promotion. If you do not fill it out and hand it in before the assigned suspense date, you will not be considered for promotion.

4.6.2 Review and Notification Your PRF is forwarded, in turn, to the following Group Personnel who review and recommend approval or disapproval for your promotion:

- Your Flight Commander
- Your Squadron Commander
- The Group Commander
- The ASI
- The SASI

4.6.3 Special Orders Your promotion will be announced, made official by publication of a Promotion Special Order, and posted in the hallway.

4.6.4 Promotion Pin On You will receive your new rank during the first uniform day after the Special order has been published on the date established by the SASI during your class period.

4.7 Cadet Enlisted Promotion If you wear uniform correctly, and attend class regularly, you can expect to be promoted through the junior enlisted ranks up to Cadet Technical Sergeant. In order to be promoted to the top three cadet senior enlisted ranks, you need to:

- 1) Participate in unit events
- 2) Apply for, and be inducted into KHAS or ROK
- 3) Apply for specialist positions and attend your specialist meetings

4.8 Cadet Officer Promotion When it is time for you to be considered for promotion to cadet officer, you will go before a Personnel Cadet Action Board. A Personnel Cadet Action Board is assembled for cadet personnel matters. They serve to select individuals for advancement and honors. The Personnel Cadet Action Board will be selected by the SASI. These boards have specific responsibilities, such as:

- Cadet Officer Selection
- Cadet Promotion
- Cadets for Staff Positions

Members of the board will consist of the following cadets: Group Commander (chairperson), Deputy Group Commander, Command Chief Master Sergeant, and the SASI or ASI. Their responsibilities are: Action board meets on a timely basis, board members must always conduct themselves with the maximum degree of personal integrity and sincerity, and board members are required to keep discussions and findings of the board confidential. The SASI/ASI will be present during Cadet Action Boards to offer advice and assure that proper procedures are followed.

4.9 Certificate of Completion Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. Cadets must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive training credit.

4.9.1 Excused From One Year of the General Military Course (GMC) of the College AFJROTC program. Cadets must contact the college ROTC, Professor of Aerospace Science at the college or university where the cadet is enrolled to receive training credit.

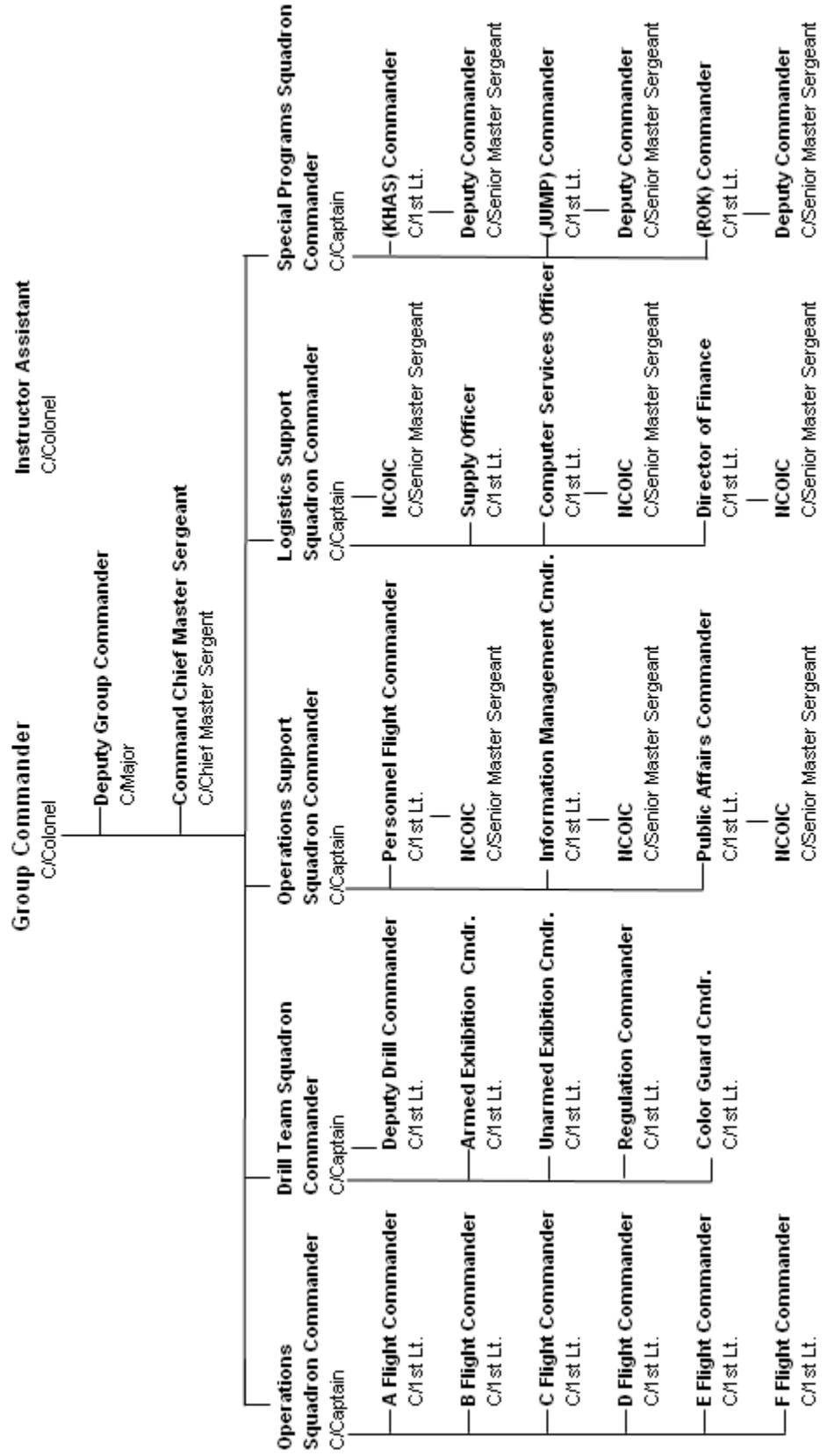
4.9.2 Enlistment in pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps after completion of Basic Training. This benefit provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.10 Certificate of Training Presented to a cadet who successfully completes two years of AFJROTC. The cadet must have the certificate in their possession to receive training credit.

Chapter 5 Unit Organization

- 5.1 Organization** The AFJROTC UK-073rd Corps of Cadets is organized as a Cadet Group as Shown in **Figure 5.1**
- 5.2 Chain of Command** Each Cadet needs to learn the chain of command and the names of the people assigned to the positions contained in **Figure 5.1**. Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures.
- 5.3 Unit Manning Document** The Unit Manning Document is contained in **Figure 5.2**. The Unit Manning Document is an example of Group Organization.
- 5.4 Job Descriptions** Job Descriptions for the Corps of Cadets staff positions are contained in **Chapter 6**. As in the Air Force, job responsibilities and duties will increase with promotion. Cadets earn job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

UK-073 Group Organizational Chart



**Figure 5.2
Unit Manning Document**

Function	Position	Max Grade
COMMAND	Group Commander	Cadet Colonel
	Deputy Commander	Cadet Major
	Command Chief Master Sergeant	Cadet CMSgt
OPERATIONS	Operations Squadron Commander	Cadet Capt.
	Flight Commander	Cadet 1 st Lt.
	Flight Sergeant	Cadet MSgt.
	Element Leader	Cadet SSgt.
	NCOIC	Cadet SMSgt.
OPERATIONS SUPPORT	Operation Support Commander	Cadet Capt.
	Director of Personnel	Cadet 1 st Lt.
	Director of Info. Mgmt.	Cadet 1 st Lt.
	Director of Public Affairs	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.
DRILL TEAM	Drill Team Commander	Cadet Capt.
	Color Guard Commander	Cadet 1 st Lt.
	Unarmed Commander	Cadet 1 st Lt.
	Armed Commander	Cadet 1 st Lt.
	Regulation Commander	Cadet 1 st Lt.
LOGISTICS	Logistics Commander	Cadet Capt.
	Director of Finance	Cadet 1 st Lt.
	Supply Officer	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.
SPECIAL PROGRAMS	Special Programs Commander	Cadet Capt.
	KHAS Commander	Cadet 1 st Lt.
	JUMP Commander	Cadet 1 st Lt.
	ROK Commander	Cadet 1 st Lt.
	NCOIC	Cadet SMSgt.

Chapter 6

Cadet Staff Job Description

6.1 Position Requirements:

- A. Maintain a semester minimum 2.0 grade point average and at least a C in JROTC.
- B. Set two staff goals for the school year at the beginning of the school year. They may be written from your job description below.
- C. Maintain a continuity book to be kept in the Unit Staff Room.
- D. Assume Project Officer responsibility for at least one unit event each semester, as applicable depending on amount of events.
- E. Attend all staff meetings.
- F. Chair specialist meetings if you are assigned specialists. Prepare a written agenda for each meeting and present it to the SASI/ASI before the meeting.

Note: For Squadron, Class, and Staff Commanders

Only these cadets have SASI/ASI permission to sell stock from the AFJROTC cadet store; no other cadet is allowed to handle money or stock of the store.

6.2 Group Commander will:

- A. Command the Group at all formations.
- B. Plan staff meetings to administer unit activities.
- C. Prepare weekly Staff meeting, and tasking sheet.
- D. Chair weekly Staff meeting.
- E. Insure that the staff members understand their responsibilities and duties.
- F. Chair all Cadet Action Boards and Promotion Boards.
- G. Recommend cadets for jobs, awards, and promotions.
- H. Attend as many cadet extracurricular activities as possible.
- I. Serve as project officer for Drill Camp, and multi-unit functions.

6.3 Deputy Group Commander will:

- A. In absence of group commander, assume command and their responsibilities.
- B. Assist group commander.
- C. Ensure continuity books are maintained for future reference.
- D. Maintain a record of staff member absences from staff meetings.
- E. Attend Cadet Action Boards as a board member.
- F. Plan semester change of command ceremony.
- G. Take on any task assigned from Group Commander.
- H. Attend any function Group Commander cannot attend, unless function is specific to a group of cadets; i.e. ROK testing.

6.4 Command Chief Master Sergeant will:

- A. Assist Group Commander in all disciplinary actions for Cadet Enlisted Personnel.
- B. Manage Demerit Program.
- C. Inform Flight Sergeants of cadets with outstanding demerits.
- D. Supervise the bi-weekly demerit march off.
- E. Post and update weekly roster of those having demerits.

6.5 Drill Team Commander will:

- A. Supervise Drill Event Commanders.

- B. Organize Drill Team Induction at the beginning of the year.
- C. Serve as Project Officer for European Drill Team Competition.
- D. Determine eligibility for Drill Team Shoulder Cords and Ribbons.
- E. Write a Unit Drill Team Manual covering membership, operations policies, and procedures.
- F. Organize Drill Team practices schedules for competition and other performances.

6.6 Color Guard Commander will:

- A. Coordinate all color guard performances with the ASI by selecting and posting names of those performing at least 3 days before the event.
- B. Make frequent inspections of color guard uniforms, national, and other flags carried by the unit.
- C. Be responsible for the appearance, conduct. And training of the color guard.
- D. Insure that the color guard maintains a high degree of military bearing and appearance at all events, functions, and practices.

6.7 Regulation, Unarmed & Armed Exhibition Drill Team Commanders will:

- A. Be responsible for the appearance, conduct, and training of their team.
- B. For competition, have knowledge of respective team distinctive uniform, number of cadets, and time requirements.

6.8 Operations Squadron Commander will:

- A. Score Outstanding Flight of the Quarter competition during each quarter.
- B. Maintain and post rosters in hallways.
- C. Add your recommendation to each member of your Squadron's PRF.
- D. Monitor performance of flights and supervise flight commanders.

6.9 Operations Support Squadron Commander will:

- A. Supervise the commanders of Personnel, Information Management, and Public Affairs.
- B. With the assistance of SASI/ASI:
 - 1) Assign specialists to staff.
 - 2) Maintain and post specialists roster in the hallway. This is to be updated at the beginning of each semester.
 - 3) Schedule specialists meetings (at least once a month), on a specialists meeting calendar. One is to be kept in the hallway and the other in the classroom for updating the bi-weekly calendar.
 - 4) Note: Cadet preferences for certain staffs will be asked but not every cadet will be pit in the staff flight they requested.

6.10 Personnel Commander will:

- A. Maintain cadet records on the JROTC Headquarters, Cadet Information Management System (CIMS) website.
- B. Items to be entered in a cadet's record include but are not limited to:
 - 1) Ranks
 - 2) Ribbons
 - 3) Jobs
 - 4) LHS Varsity Letter
 - 5) KHAS
 - 6) ROK
 - 7) E2C Data

- C. Provide departing cadets a copy of their personnel record.
- D. Special Orders- Prepare, coordinate, and publish all special orders.

6.11 JROTC Unit Mission Presentation (JUMP) Commander will:

- A. Normally is the Group Commander. The reason for this is that during the unit assessment, which takes place every other year, the Group Commander is required to brief the inspecting officer.
- B. Give the JUMP Briefing when requested.
- C. Maintain JUMP Power Point briefing.
- D. Command the Awareness Presentation Team (APT).

6.12 Public Affairs Flight Commander will:

- A. **Press Release-** Publicize timely newsworthy items about corps cadets
- B. **Bulletin Boards-** Post items interest and pictures of AFJROTC event on Public Affairs Bulletin Board.
- C. **Displays-** Maintain model aircraft and spacecraft displays.
- D. **Library-** Maintain cadet library and classroom magazine rack.
- E. **Newsletter-** Publish Unit Newsletter at least once each quarter.
- F. **Photos-** Monitor and direct photo coverage of unit events.
- G. **Scrapbook-** Maintain a Unit Scrapbook for each school year. Maintain Corps school-year events history in the unit scrapbook.

6.13 Special Programs Squadron Commander will:

- A. Supervise Flight Commanders of the Kitty Hawk Air Society, and Royalty of Knights, and JUMP Team.
- B. The Special Programs Squadron Commander is normally the President of Kitty Hawk Air Society.

6.14 President of Kitty Hawk Air Society will:

- A. Hold Elections for KHAS Officers.
- B. At beginning of school year, review and update KHAS By-Laws and develop a school-year schedule of KHAS activities.
- C. Organize society pledge and induction programs.
- D. Plan annual, KHAS community service project.
- E. Keep a roster of all members posted in the hallway.

6.15 Royalty of Knights Flight Commander will:

- A. Annually review, and update if necessary, ROK By-laws
- B. Select Flight NCOIC
- C. Plan one physical fitness event for each semester of the school year.
- D. Keep roster of all members posted in the hallway.
- E. Serve as Athletic Officer and Director of Physical Fitness and as such:
 - 1) Plan, coordinate, and supervise cadet physical fitness activities
 - 2) Recommend cadets for JROTC physical fitness ribbon

6.16 Logistics Support Squadron Commander will:

- A. Supervise Supply, Computer Services, and Finance Directors.
- B. Maintain uniform inventory using JROTC Cadet Information Management System (CIMS).
- C. Issue uniform and accessory items under supervision of ASI.
- D. Help ASI accomplish book, and accountable equipment, supply actions.
- E. Maintain an organized supply area.

Note: The Military Property Custodian, normally the ASI, is responsible for the supply account with the Air Force Support Base. The Cadet Logistics Support Squadron Commander will be under supervision of the Military Property Custodian for the operation of the Logistics Staff.

6.17 Supply Officer will:

- A. Assist Logistics Squadron Commander maintain supply and equipment accounts.
- B. Help ASI accomplish uniform, book, and accountable equipment supply actions.

6.18 Computer Services Flight Commander will:

- A. Serve as primary computer systems advisor to cadet commander, SASI and ASI
- B. Assess cadet staff computer needs.
- C. Service Point Roster: Update and post service point's roster at least once each month.

6.19 Finance Officer will:

- A. Assist ASI in accounting of unit funds.
- B. Serve as fund raising special project officer.
- C. Manage JROTC Store and oversee its activities.

6.20 Operations Squadron Commander will:

- A. Score Outstanding Flight of the Quarter competition each quarter.
- B. Maintain and post flight roster in hallway.
- C. Add your recommendation to each member of your squadron's PRF.

6.21 Flight Commander will:

- A. Assume command of flight when class begins.
- B. Enforce cadet conduct and discipline during class and formal formations.
- C. Organize flight for inspection, drill, parade, or review.
- D. Promotion Request Forms: At end of each promotion period direct Flight members to fill out a PRF, and add your promotion recommendation.
- E. Command flight in classroom and in formal formations.
- F. Report attendance.

6.22 Flight Sergeant will:

- A. Take attendance and dress classroom at start of period.
- B. Assume command of flight in absence of flight commander.
- C. Assist flight commander with flight conduct and discipline.
- D. Assist flight commander in teaching drill and ceremonies.

6.23 SASI/ASI Special Assistant will:

- A. Be filled by a previous Group Commander at the end of a change of command.
- B. Advise the new Group Commander.
- C. Assist the SASI and ASI with tasks that are assigned.

Chapter 7

Local Awards and Decorations

- 7.1 Concept** The AFJROTC Awards Program is designed to recognize the achievements of AFJROTC Cadets.
- 7.2 Lakenheath JROTC Varsity Letter** The Lakenheath High School AFJROTC Service “L” Letter recognizes cadets who accumulate Service Points for AFJROTC extracurricular participation. The Computer Services Flight Commander will develop a tracking system that will be posted in the hallway.
- 7.2.1 Varsity Letter Criteria** The process of earning an AFJROTC Varsity Letter requires you to volunteer your time for our unit. To be eligible for a letter you must:
- You must maintain a GPA of at least a 2.0 overall and a no less than a C in AFJROTC.
 - You must have no history of disciplinary infractions in or out of JROTC.
 - You must accumulate at least 1500 Service Points for basic, and all subsequent awards.
 - Be recommended by the SASI and ASI.
 - **Drill Team Participation:** If you are a member of the drill team, and practice and participate in at least one drill competition, the SASI/ASI may award you a JROTC Varsity Letter.
- 7.2.2 JROTC Varsity Letter** The initial letter is the Lakenheath High School letter with the letters “AFJROTC” embroidered across the letter. This letter is worn on the Lakenheath High School letter Jacket.
- 7.2.3 Carry over Service Points** Service points are accumulative and carry over next school year. Only one letter will be awarded per year. Each year thereafter, a bar will be awarded for each year 1500 service points are earned.
- 7.3 Service Point Policy** A quick summary of what you can get service points for, how many points for each activity, and how they are awarded.
- 7.3.1 Service Points** You receive service points towards an AFJROTC Varsity Letter for representing our unit in an activity that brings credit to the Corps.
- 7.3.2 Your Responsibility** The main responsibility is yours for making sure you receive credit for these points. Making sure the cadet project officer keeps track of your points and submits them to the Computer Services Flight Commander.
- 7.3.3 Computer Services Flight Commander** The Computer Services Flight Commander is responsible for logging cadets service points.
- 7.3.4 Project Officer Responsibility** The PO is responsible for keeping accurate attendance rosters and turning them into the Director of Computer Services.
- 7.3.5 Hallway Tracking Sheet** The tracking sheet will be posted in the JROTC hallway, and updated at least once a month.
- 7.3.6 Verification Time** After the tracking sheet is posted, you have until the next posting to make sure you receive credit for your time. After this period of time unless you were out of school, you will have no other chance to receive credit.

7.3.7 Missing Points If you find out that you have not received credit you are to ask the PO if they turned in the event attendance list. If the PO has turned in the points, talk or write a letter to the Computer Services Commander asking why the points are not posted.

7.3.8 Other Service Points If you participate in a community service activity not sponsored by JROTC (such as volunteering at the post office) you must submit a letter to the Computer Service Commander with a description of the services and the signature of the person in charge of the event.

7.3.9 Activity Service Points Generally, 50 service points are offered for every hour a cadet works an event project. The following is a list of JROTC approved activities and service points awarded. This list is not all-inclusive.

ACTIVITY	POINTS
•Drill Team Activities and Performances -----	50
•Any Drill Competition, or ROTC Summer Camp -----	200
•Cadet of the Quarter -----	50
•Fall Sports -----	200
•Winter Sports -----	200
•Spring Sports -----	200

7.4 Award Recording and Wear Procedures The record of each award a cadet receives is to be posted in the cadet record located in the HQ AFJROTC Cyber Campus CIMS file. Each cadet is responsible for ensuring that the Personnel Flight Commander has posted awards in their personnel record. All awards will appear on Special Orders created on the CIMS website. Presentations will be made at appropriate ceremonies. The routine wear of medals and ribbons mixed is prohibited, unless it is approved by the SASI/ASI.

7.5 Kitty Hawk Air Society The Kitty Hawk Air Society (KHAS) shall promote higher academic standards, be of service to the Lakenheath community, promote self-confidence and initiative, develop leadership ability, encourage academic excellence, and further educational development in the post high school years.

7.5.1 Enrollment Members of KHAS must be enrolled in JROTC for more than two semesters and be enrolled full time at Lakenheath High School. Cadets who display consistent effort, talent, good character, positive attitude, good personal appearance in uniform, initiative, superior judgment, courtesy, and grown potential will be considered for the society. An invitation to join will be extended only to cadets who have a “B” average in their AFJROTC class and an overall “B” average with no failing grades. Cadets desiring to become a member will complete a pledge packet composed of reasonable tasks for completion and after that at the induction ceremony those who have completed the program will be awarded a distinctive badge for KHAS.

7.6 Cadet of the Quarter This award program promotes personal excellence. At the end of each quarter, the Class Flight Commanders recommend to the Group Commander their outstanding cadet of each quarter. The Group Commander and SASI/ASI will review recommendations and designate the outstanding cadet in each AS level. The award is based on the “whole person” concept, which includes academic excellence, teamwork, cooperation with flight commander and instructors, uniform wear and

personal appearance excellence, school, community and corps involvement, and conduct. Each of the outstanding cadets will receive a certificate of recognition, and their photo posted on the hallway Cadet-of-the-Quarter board.

7.7 Outstanding Flight Award The outstanding Flight Award recognizes the flight that excel in such things as JROTC uniform wear, events, personal appearance, and drill competition. The SASI/ASI will select the outstanding flight at the end of the first semester and prior to the annual awards ceremony in the spring. Each member of the flight will receive the outstanding flight ribbon.

7.8 Awareness Presentation Team Badge Criteria for obtaining the APT Badge are:

- You must be a member of the UK-073 JROTC Unit Mission Presentation Team
- You must participate in at least one presentation

After this is complete, the JUMP Team Commander will submit your name to the SASI for approval.

Chapter 8

Wellness Program

8.1 Introduction UK-073 follows the AFJROTC E2C Program and guidelines. Cadets enrolling in a college ROTC program, a service academy, or enlisting in a military service will have to attain and maintain minimum weight and be physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in your activities.

8.2 Responsibilities The ROK Commander is designated as the Corps Athletic Officer.

8.3 Semester Physical Fitness Test During the first six weeks of the fall semester, an initial wellness assessment will be conducted. At the end of the spring semester, a final assessment will take place, normally during the final exam week. Following the wellness assessments, the ROK commander will publish a special order listing those persons who have earned E2C ribbons and devices. E2C Program specifics are contained in the UK-073 AFJROTC Extreme Excellence Challenge (E2C) Guide.

Chapter 9

Career Planning and Preparation

Concept The time to start planning and preparing for your life after Lakenheath High School is right now. The following information is provided to assist cadets in evaluating their aptitudes, interests, and personal career goals.

Armed Services Enlistment Cadets considering enlisting in the military service have many of the credentials required, based on their AFJROTC experience. Additional benefits are gained from three years of AFJROTC, such as advancement to a higher rank the day of enlistment, and in some cases, accelerated promotion on the completion of basic training. The local recruiting offices of the Air Force, Army, Navy, and Marine Corps will be pleased to answer any of your questions.

Armed Services Vocational Aptitude Battery Test (ASVAB) The ASVAB Test predicts basic aptitudes, skills, abilities, and probable success factors in mechanical, electrical, administrative, and technical specialty areas. The service is free and has no obligation of any sort. The Test will assist in career field placement, should you decide you want to enter the military service.

Letters of Recommendation If you are interested in obtaining a college ROTC scholarship you need to begin the application process during the last quarter of your junior year. You may be required to have your teachers submit letters of recommendation for you.

- A. **What is a Letter of Recommendation?** These letters describe your character and potential for success in college.
- B. **Who Writes Them?** Within the school, you may request the principal, your counselor, or a teacher to write you a recommendation.
- C. **When to Request Them?** You should request these letters before the end of your junior year. It is advisable to give a teacher at least three weeks notice before you need the recommendation.

Use of Counselors and Advisors Your counselor is always a valuable source of information and guidance in helping with the decisions you make. The SASI/ASI have many years of military experience and would be happy to help you before you make any long-term commitments.

The Congressman Herbert Award The SASI may award Congressmen Herbert Awards to two senior cadets that demonstrate leadership potential, and a desire to enlist in the Air Force. This Award guarantees the person enlisting the career field of their choice.

Officer Programs For those interested in becoming a military officer, the SASI has information packets with Military Career Information. These packets provide you with the initial information needed to begin your quest. Today, all initial applications are done online.

Chapter 10

Staff Meeting Policy and Procedures

- 10.1 Background** One of the objectives of LHS AFJROTC is to have the members of the cadet staff plan, organize, and execute as many unit activities as possible. This is accomplished through the cadet staff. The SASI/ASI give as much responsibility as possible to the Group Commander to make this happen.
- 10.2 Group Staff** All unit activities must come through, and be approved by, the cadet staff and the SASI/ASI. Staff members are our most senior cadets and have been chosen based on their hard work, dedication, and participation in JROTC events. The SASI/ASI will request LHS Counselors assign the executive staff, and squadron and flight commanders to the JROTC Seminar.
- 10.3 Staff Tasking Sheet (STS)** The STS is the operational tool for assigning and tracking cadet progress in planning unit activities. It lists the events and responsibilities the unit has assumed. As such, it provides the agenda for the staff meetings, and assignments given to project officers. In writing a new task, each task includes the following information:
- An Event Project Officer (PO's last name on the task sheet)
 - The word SASI or ASI (to indicate which instructor is assigned that particular project)
 - A Title (that describes the project in a few words)
 - A Priority (The higher priority tasks will be covered first in the meetings)
 - A target date for completion
- 10.4 PO's Report Status of Tasking During Staff Meetings** Project officers will report the status of a task that is either in progress or has been recently completed. At each staff meeting if there is a task on the sheet that project officer will report on the progress to the Group Commander.
- 10.5 Meeting Attendees** Those required to attend the staff meetings are the following:
- Executive Staff** – Group Commander, Deputy Commander, and Command Chief Master Sergeant
 - Squadron Commanders** – Operations, Operations Support, Drill, Logistics, and Special Programs
 - Staff Flight Commanders** – Personnel, Info. Mgmt., Public Affairs, JUMP, KHAS, Supply, Computer Services, ROK, and Finance
 - Class Flight Commanders** – All flights
- 10.6 SASI/ASI Attendance** The SASI/ASI will be present during all staff meetings to offer advice and assist the cadet staff.
- 10.7 Meeting Location and Time** Staff meetings are held every Tuesday in the Staff Room at the beginning of lunch.
- 10.8 Responsibilities** Each staff member is expected to volunteer for at least 1 project per semester.
- 10.9 Attendance Policy** As a member of the cadet staff you are required to attend the weekly staff meetings. If you are unable to attend you should send someone in your place or have a note explaining your absence. If you have 3 unexcused absences you may be removed from your position or be demoted.

Attachment 1
Procedures for the Beginning Class

Attachment 2
Lakenheath Air Force Junior ROTC – Promotion Request Form

Attachment 3
UK-073 Cadet Expectations Contract

Attachment 4
UK-073 Staff Meeting Absence Notice

Attachment 5
UK-073 Female Uniform Inspection Form

Attachment 6
UK-073 Male Uniform Inspection Form
